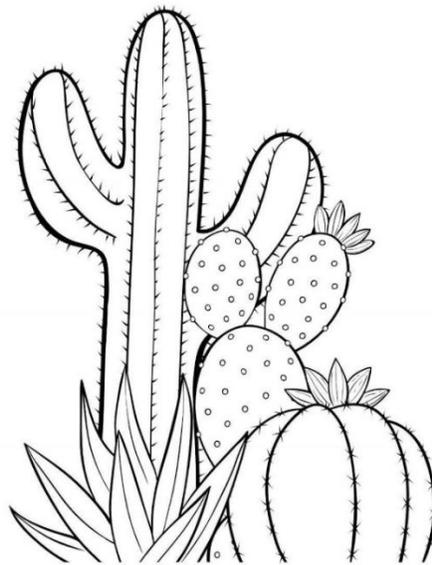




LIVING IN VILLAS WEST!



Rules & Regulations Policies & Procedures and *MORE!*

**Villas West Board of Directors
and Management**

Revised December 2023

Updated Living in Villas West

As new policies and procedures are implemented by the Board or Administration, they will be:

- Included in the General Manager weekly email update
- Posted in the newsletter
- Added to the “What’s New” tab on the website
- Inserted into “Living in the Villas”

Thank you for your compliance!

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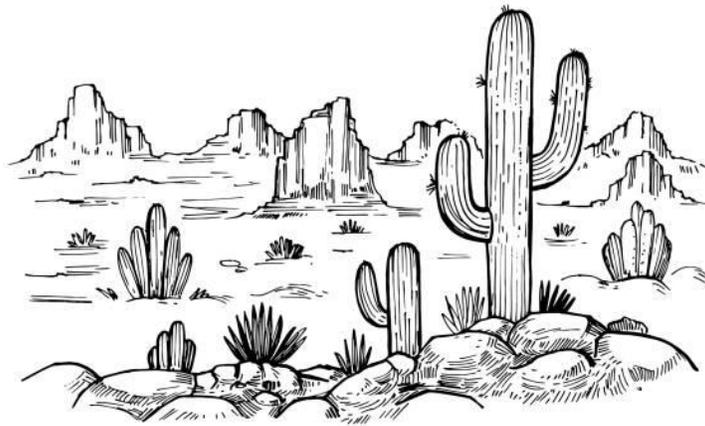
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LIVING IN VILLAS WEST!



Section I

Tenants & Owners

*Always check website for the most up to date
version of this document*

<https://villaswest.org/>

Welcome Owners & Tenants

Villas West, which was founded in 1964, is an **age-restricted* 55+** residential community for full time and seasonal residents who are ready to take advantage of the mild winter climate offered by the southern Arizona desert.

Villas West is governed by a Homeowners Association with an elected board of directors. Governing documents include State, County, By-Laws, Covenants, Conditions and Restrictions (CC&Rs) with Declaration of Horizontal Property Regime, Rules and Regulations and any published policies and procedures. For more information:

<https://villaswest.org/governing-documents>

Villas West includes: 672 individual units, 189 buildings, 4 swimming pools and 65 acres of "common area". Villas West is divided into four quadrants and each quadrant has its own pool and laundry facility. Maps of Villas West can be downloaded from the website: <https://villaswest.org/maps-of-villas-west> or be picked up at the Villas Office.

Villas West is included in the Green Valley Recreation (GVR) zone. For more information contact Green Valley Recreation: <https://www.gvrec.org/>

*One occupant of each villa **must be at least fifty-five (55) years of age**. Children **under eighteen years of age may visit for a maximum of thirty (30) days** in any calendar year. Our shuffleboard courts, putting greens, and horseshoe pit are available to all residents and tenants.

Contact Information for HOA

Green Valley Villas West Condominium Association
460 South Paseo Quinta, Green Valley AZ, 85614

(520) 393-7891

Walk-in Office Hours: Monday – Friday 8:00 am – 2:00pm
Appointments: Monday – Friday 2:00 pm – 4:00pm

Information and the answers to most questions can be found on the website:

www.villaswest.org

Behavior Toward HOA Personnel Refer to Rule & Regulations No. 15

After Hours Emergency (520) 256-5779

Calls will be answered before 8:00 pm. After 8:00 pm, leave a voicemail.

After Hours Emergencies include:

- Heating
- Cooling
- Exterior sewer line

Portable heaters and air conditioning units are available at the office during regular business hours for temporary use.

We cannot respond after dark or during inclement weather. Emergency service does not include turning on/off the water or lighting water heaters.



Communications

→ Refer to **Rules & Regulations No. 14**

All communication from owners and tenants to the Board of Directors, Committee Members, and Villas West staff are sent to the following email addresses:

Dorothy Gates	General Manager	gm@villaswest.org
Liliana Ortega	Assistant Manager	am@villaswest.org
Ashden Armstrong	Administrative Assistant	admin@villaswest.org
Board of Directors		board@villaswest.org

Bulletin Boards are located inside all laundries, at pools and in front of the Villas Office. Residents may post advertisements on the bulletin boards by contacting the Villas Office for details.

Villas West Newsletter is published after each regularly scheduled Board of Directors Meeting. The newsletter is available via email, can be found on the website (<https://villaswest.org/newsletters>), and hard copies are available at the Villas Office. Residents are welcome to post advertisements in the newsletter. Contact the Villas Office for details.

Green Valley Newspaper is published on Wednesday and Sunday. Vending machines are in front of the **North Sarta laundry** and at the corner of Walgreen's.

Contact Information Update

→ Refer to **Rules & Regulations No. 13**

Provide Current Contact Information to the Office so they know how to **reach you in case of an emergency**.

Tenants - provide **current contact information to the Office** in case of an emergency. The **Tenant Information Form** is available at the Villas office or from the website: <https://villaswest.org/forms>

Owners - It's the **responsibility of the Owner to notify the Villas Office of any address changes**. When you return to your primary home, **update the Office so they know how to contact you**. The **Owner Contact Update Form** can be downloaded from the website (<https://villaswest.org/forms>) or pick a copy of form from the Office.

Community Activities

Villas West hosts several **social events** throughout the year. Details are posted in all laundries, pools, Villas Office and listed in the newsletter. All events are open to owners and tenants. Attendees **are required to sign up** at the office and obtain a ticket. The events are held at Penasco Park, located on the west side of Camino Penasco.

Fun in the Sun is held the second Thursday of the month from October through April. This is a casual meet and greet with coffee and treats provided. No sign up is required.

Penasco Park is available for residents' use for group gatherings. Residents must contact the office to make reservations prior to the event. Residents are responsible for clean-up and trash disposal.

Rental Agreements

To reside in our community and in accordance with Arizona Statute (ARS 33-1806.01 C 2019), renters are required to provide the Villas West office with a **government issued photo ID** confirming one of the tenants is fifty-five (55) or older.

Tenant contacts the owner(s) with Maintenance issues, except for emergency maintenance issues relating to heating/cooling, sewer or roof leaks. The owner is to contact the office with any issues, including Grounds and Architectural requests, outside of the emergency ones listed above.

Orientation Meetings (*Temporarily on Hold*)

Monthly orientation meetings for owners and tenants are scheduled for the **second Friday of each month at 11:00 AM**. Space is limited. If you would like to attend, please RSVP no later than five days prior to the Orientation Meeting by calling the office **(520) 393-7891** or sending an email to admin@villaswest.org to book your spot.

Keys

Keys are only provided to owners; tenants must contact the unit owner for key replacement. There is one multi-use access key that opens all pools, laundry rooms and recycling area. **Owners may have lost keys** replaced at the office. Replacement costs may be found on the Fee Schedule located in Section II of this document.

HVAC (Heating, Ventilation & Air Conditioning)

→ Refer to **Rules and Regulations No. 12**

Read the rules for Filter changing requirements.

Snake Removal

Call the Green Valley Fire Department. **(520) 629-9200**

Smoke Detectors

Green Valley Fire District offers two programs to help ensure all Owners have properly working smoke alarms in their homes:

- First, is a Smoke Alarm Battery Program which allows Owners to have their **smoke alarm batteries changed on a regular schedule for a small fee** for a standard number of alarms (8 or fewer).
- The second program is the Smoke Alarm Replacement Program, which allows residents to **purchase hard wired with a battery backup smoke alarms** directly from the Fire District and installed by Fire Corps volunteers.

For more details, contact the Green Valley Fire Department **(520) 629-9200**

Sidewalks

Be careful as some sidewalks may have uneven pavement and are marked with yellow paint to indicate a trip hazard. **Report any trip hazards to the office** that are not already marked.

Feeding Wild Animals

Do not feed wild animals. In accordance with the Arizona Fish and Game Commission and Arizona State Law (ARS 13-2927), feeding wildlife is punishable by a fine. Putting out food for wild animals attracts predatory animals such as coyotes and javelinas which have been known to attack humans and/or their pets. You may use Hummingbird feeders. Do not put out birdseed; it attracts packrats and other rodents.

Pets

→ Refer to **Rules and Regulations** No. 8-E, Common Facilities/Pets

In accordance with **Covenants, Conditions & Restrictions** 4.7 these also apply:

- **Restricted to Reasonable Number.** No animal, bird, fowl, poultry, or livestock, other than a reasonable number of generally recognized household pets, shall be maintained or kept in any unit or any other portion of the Condominium, and then, only if they are kept, bred or raised solely as domestic pets and not for commercial purposes.
- **Definition of “Generally Recognized Household Pet”.** For the purpose of this Section, a “generally recognized household pet” shall mean a dog, cat or household bird.
- **Nuisance.** No pet shall be allowed to make an unreasonable amount of noise, cause an odor, endanger the health of residents, or to become a nuisance. The Board of Directors, in its sole discretion, shall determine whether the number of pets in a Unit is “reasonable” and whether the presence of the pet constitutes a nuisance. If a pet is determined to be a nuisance, the pertinent Unit Owner shall be fined in accordance with applicable rules and regulations or said pet may be forbidden from coming upon the Condominium.
- **Required Use of Leash and Clean-Up.** All dogs and cats shall be restrained on a hand-held leash when outside a Unit, and all dogs and cats shall always be directly under the Units Owner’s control. An owner must clean up after his/her pet and dispose of droppings, **bagged**, in a trash receptacle. Any Unit or Limited Common Element where a pet is kept or maintained shall always be kept in a neat and clean condition.
- **No Structure for Animals.** No Structure for the care, housing, confinement, or training of any animal or pet shall be maintained on any portion of the Common Elements or in any Unit so as to be visible from the exterior of the building in which the Unit is located.
- **Determination of Non-Compliance.** Upon the written request of any Unit Owner, the Board of Directors, in its sole discretion, shall determine whether, for the purposes of this Section, the number of pets within a Unit is reasonable; whether pet is a nuisance or is making an unreasonable amount of noise or it is causing an odor.

Pima County Ordinance 6.04.030 is enforced by animal control.

In addition: Please do not tether your dog with a long leash to a post on the back porch and leave it unattended. This is not allowed as you do not have complete control of the animal. The grass area around the pools is not a dog area. We are a close-knit community and excessive barking of dogs may lead to complaints from neighbors.

Water Service

→ Refer to **Rules & Regulations No. 9**

Sewers

Do not put anything except toilet paper in your toilet.

- **No paper towels.**
- **No wipes of any kind**
- **No diapers**
- **Nothing but toilet paper!**

Our Sewer systems were not designed to handle disposable wipes.

Do not flush them.

No eggshells in your garbage disposal as they do not break down and they clog/block the sewer line; they don't flow through.

No grease down the sink; grease goes in the garbage.

Most sewer lines are located behind the villas under the sidewalk. There are clean-outs with metal covers. If you see a metal cover with anything coming out of it, call the office and let them know where it is occurring.



Pools

→ Refer to **Rules and Regulations No. 8 – A, Common Facilities/Pools.**

→ Refer to **County code 8.32.110** for more information.

In addition: The multi-use access key is required to open the gate. Our pools are for the exclusive use of Villas West residents, tenants, and their guests.

All guests must be accompanied by an owner or tenant. Do not prop open the bathroom doors as this allows unwanted critters to move in.

For safety reasons, there are no additional locks inside of the shower rooms at the pools. When the inside light is turned on an additional outside light is lit to indicate the shower room is in use. These lights are on timers and will turn off automatically.

Dogs swimming in the pools is a violation of Pima County Health Code and may result in us losing our license.

Laundry Rooms

→ Refer to **Rules and Regulations No. 8-B, Common Facilities/ Laundry.**

In addition: Laundry room doors requires the multi-use access key. There are coin operated washers and dryers and are open for residents and tenants from **7:00 AM until 10:00 PM.**

There are clotheslines located outside behind each laundry; however, you must provide your own clothespins.

Quiet Time

→ Refer to **Rules and Regulations** No. 8 – C, Common Facilities/Quiet Hours.

In addition: Living so close to each other and respecting our neighbors, quiet time is observed from **10:00 PM – 7:00 AM**.

Parking

→ Refer to **Rules and Regulations** No. 5, Parking & Vehicles.

In addition: Parking Permits are required for all resident and tenant owned vehicles.

- For stays longer than 48 hours, a properly attached parking permit is required.
- Temporary parking permits are available for more than 48 hours to less than 30 days and these are displayed on the dash of the vehicle. Please return the permit to the office when your visit is over.
- Parking permits are the property of Villas West and **MUST** be returned to the office. They are not to be passed on or shared from person to person (\$25 non-return).

There is **one legally deeded parking space for each villa** and is marked in the parking lot with villa number and unit letter. Second vehicles are required to park, subject to availability and with an office-approved permit, on the west side of Paseo Tierra in the areas marked “**Villas West Parking Only**”.

Residents may not park in a visitor parking space. These spaces are designated for vehicles of persons visiting a resident for less than 48 hours.

Patio, Back Porch, and Water Heater Closet

→ Refer to **Rules and Regulations** Rule No. 4, Front Patios, Back Porches, and Water Heater Closets

In addition:

- **Outer Patio Walls.** Stopping water penetration into the brick and mortar and protection of the masonry and paint is an HOA priority, **therefore no bricks, blocks, pavers, or rocks are to be placed on top** of or in the slots and openings of the patio walls.
- Gates may be installed according to Villas West Architectural specifications however other items may not be placed in the patio entrance in lieu of a gate.
- **Patio Interiors / Back Porches** Refer to Rules & Regulations No. 4
- **No storage cabinets or shelving over 36” high.** Shelves and cabinets may not be attached to the walls or posts.
- **Plants and trees must be kept trimmed away from walls and buildings.** Refer to Rule & Regulation No. 2, Landscape & Common Grounds.
- The HOA Grounds crew will trim Pyracantha bushes that hang above or over the patio wall. The Owner may submit a work order to request the Grounds crew to trim or remove a Pyracantha bush that is inside the patio wall. Contact the office concerning the fee for this service.
- **Hoses should be neatly hung** on porches or on the shed wall.

Common Grounds

→ Refer to **Rules & Regulations No. 2, Landscaping & Common Grounds**

In addition:

- **Landscape crew will remove any unauthorized items on the common grounds.**
- **No vegetation on the common grounds should be watered** without specific directions (including timeframe) from the General Manager and Grounds Committee. Cactus care instructions for patio plants are available on the website.

Golf Carts, Motorcycles, or Bicycles

→ Refer to **Rules & Regulations No. 6, Golf Carts**

In addition:

- Golf carts may be parked on authorized golf cart pads or in deeded parking spaces
- No motorized vehicles, including golf carts, motorcycles or bicycles may be parked anywhere on common ground

Satellite Dish / Cable Installation

At the recommendation of the insurance company, no persons are authorized to be on the roofs. Installations must be coordinated with the office during normal working hours, Monday to Friday. This applies to any alterations you might be considering, including satellite dishes, cable installation or anything else that may involve the roof or penetration of the exterior wall.

Trash

→ Refer to **Rules and Regulations No. 11, Common Facilities – Trash Pickup**

In addition:

- **Trash** is scheduled for pick up on **Mondays and Thursday**.
- If a trash collection day falls on an official holiday, the trash will be collected on the next calendar day.
- Trash collection begins in the early morning so ensure **trash is out before 7:00 AM. All garbage needs to be bagged and consolidated into one large plastic trash bag.** If you leave a little tail showing such as the handle of the large black bag, it helps the garbage collector recognize occupied units.

Garbage that does not fit in your garbage can is your responsibility. Drop it off at **Sahuarita Landfill** located at 16605 S. La Canada.

Bulk Trash Pickup

Bulk trash pickup for other kinds of debris occurs on the 3rd Friday each month.

Bulk pickup has a cost which is determined by the size and item(s) being discarded. We are charged by weight at the landfill and the larger items typically weigh more and cost more. Inquire at the office for the current pricing however here are some examples:

Small	Microwave or TV	\$5.00
Medium	Mattress <u>or</u> Couch	\$10.00
Large	Mattress <u>and</u> Couch	\$15.00



Recycle

- To access the Recycle area, you will require the multi-use access key.
- The recycling area is open Monday to Friday 8:00 am – 3:00 pm and closed on weekends.
- The area is monitored by cameras.
- There are fines and possible banning for misuse of recycling.
- Recycle containers shall be used only for approved items.
- There are two garbage cans for aluminum and plastic bags.
- One dumpster is marked for Cardboard Only.
- Cardboard boxes need to be broken down.
- Bottles and cans need to be washed and free of food residue.
- Recycled materials are to be thrown loose and not put in plastic bags.

These items can be recycled:

- Newspapers
- Brown paper bags
- Flattened corrugated cardboard
- Paperboard - cereal & shoe boxes
- Milk cartons & drink boxes
- Molded fiberboard - egg cartons
- Magazines & catalogs
- Phonebooks
- Printer / writing paper
- Mail – windows & labels okay
- Brochures, folders, card stock
- PETE Plastic bottles – soda, water
- HDPE Plastic bottles - milk, juice
- Cans – aluminum
- Steel / tin cans
- Non-hazardous aerosol cans are ok
- Glass food & beverage: bottles, jars
- Food containers (reasonably clean)

These items CANNOT be recycled:

- Plastic bags
- Yard / landscape debris
- Wide- mouth plastic containers – buckets, pails
- Paper plates, cups, towels, napkins, tissue paper
- Styrofoam / packing peanuts
- Aluminum foil / pie plates
- Clothes / fabric
- Hazardous items – medical supplies, electronics
- Batteries

PLEASE, do not put construction debris, furniture, computers, vacuum cleaners, automobile parts, etc. in the recycle bins.

Yard Trimmings and Landscape Debris

Plant trimmings in a bag or box can be placed on curb near the street on the day of pick up. This is to be done on the day of pick up only and before 1:00 PM Mondays and Thursdays so the crew can pick up the trimmings. The exception is along La Canada as no bags may be placed.

Contractor & Remodeling Debris

The owner and their contractor are responsible for the removal of remodeling debris. This debris does not qualify for Bulk Pickup. It is not to be put curbside nor is it to be put into the dumpsters. It needs to be taken by your contractor or you can drop off at the Sahuarita Landfill at 16605 S. La Canada.

Return Checklist

Submit a work order to **turn water on**, check your heating and cooling unit and to turn on the hot water heater. We need a 3-business day notice (email, letter or using the website Portal). The work order can be downloaded from the website (<https://villaswest.org/forms>) and submitted using the portal on the website: <https://villaswest.org/portal-instructions> or dropped off at the office.

We must have a **key on file** in order to enter your unit to check for water leaks and to see if your HVAC is working properly.

Change your email address and contact information with the office. The Home Owner Contact Update Form can be downloaded from the website (<https://villaswest.org/forms>) or picked up at the office.

Change your **air filter every three months**. Call the office or submit a work order to have someone install the filter for you.

Look for any **water stains** that possibly occurred during monsoon season. If there is any damage, please notify the office.

Make sure your patio landscaping is **trimmed back from all structures** including roofs and patio walls.

Check your **heating and cooling systems** to see if they are working properly. If you encounter problems, call the office as soon as possible so we can get a Tech to check out your system.

If **your thermostat is not working**, check your batteries to see if they need to be replaced. Submit a work order if you want someone to change the batteries for you.

If your **multi-access key** (pool/laundry/recycle) is not working, you can pick up a replacement key at the office, except tenants first need to contact Villa owner.

All vehicles must have a **parking permit**, including long and short-term tenants. The permit must be visible on the rear bumper or rear window of the vehicle. The Parking Permit form is available on the website (<https://villaswest.org/forms>) or picked up at the office. The office will register a new vehicle or provide a replacement parking sticker.

Checklist for Tenants

IMPORTANT: Office requires **Tenant Information Form** be completed and submitted to the office **within 72 hours** of the start of residency.

Please Read and Initial

Lease/Rental Agreement Term

It is required that all rental agreements are in writing and submitted to the office. All rental agreements must be for a term of **not less than 30 days**.

Tenant Information Form

The form is available at the Villas office or from the website: <https://villaswest.org/forms>

Parking Sticker

All tenants must register their vehicle at the office and obtain a **parking sticker** whether they are short or long term. Details are captured on the Tenant Information Form and submitted to the office.

Proof of Age

One occupant **must be at least 55 years of age**. A government issued identification that bears a photograph and confirms the tenant meets the age restriction is required and must be presented to the office. Children **under eighteen (18) years of age may visit for a maximum of thirty (30) days** in any calendar year.

Important Documents

Documents for tenants are available at the office or can be emailed directly to individual(s): **Most information is included in “Living in Villas West”; Rules and Regulations, Policies and Procedures, and More**

Communication

Tenants are encouraged to check the **bulletin boards** in the pool and laundry areas as well as the office for information regarding Villas West.

Water Service

If unit is vacant for more than 7 days, contact Villa owner to have water shut off. A water turn on date can also be scheduled.

Tenant Signature: _____

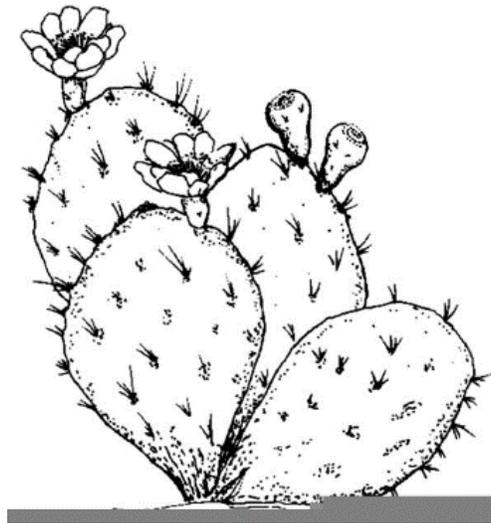
Date: _____

One Copy: Tenant

Original Copy: Villa File



LIVING IN VILLAS WEST!



Section II

ADDITIONAL INFORMATION FOR OWNERS

*Always check website for the most up to date
version of this document*

<https://villaswest.org/>

Insurance Coverage for Your Villa

In accordance with **Covenants, Conditions & Restrictions 5.1**: The association is **not responsible for damage to the inside of the villa** caused by roof leaks.

In addition:

- **HO6.** All villas' owners should have **their own "HO6" policy** to cover their personal property and any betterments made to their villa.
- **Gap Insurance.** American Family is the Association's liability carriers, and they provide "gap insurance" on any "HO6" policy written for a villa. You should check your insurance policy to see if it currently provides for "gap insurance". This insurance would cover the \$5,000.00 deductible if the villa owner(s) benefitted from a claim.

Ensure your insurance policy covers:

- **"Loss of use"** in the event you cannot stay in your villa due to some insurance claim.
- If your villa is being leased, you may want **"loss of income"** due to an insurance claim.
- If you have long term renters, consider **"renter's insurance"** to cover tenant's personal property and the cost of housing in case they must move out of their villa due to some insurance claim.

Leasing Your Villa

→ In accordance with **Covenants, Conditions & Restrictions 4.17**

In addition:

- If you lease your villa(s), all leases must be in writing for a term of not less than thirty (30) days.
- One occupant must be fifty-five (55) years of age or older.
- Provide a copy of the Government issued identification to the Villas West office that confirms the tenant meets the age restriction requirement.
- Children under eighteen (18) years of age may visit for a maximum of thirty (30) days in any calendar year.
- Upon leasing your unit(s), you must promptly notify the Villas office of:
 - commencement and termination dates
 - names of each lessee or other person(s) who will be occupying the unit during the term of the lease.
- Submit the completed Tenant Information Form and the Tenant Checklist to the Villas Office with a copy of the lease agreement. This Tenant form can be found online (<https://villaswest.org/forms>) or at the Villas office.
- Unit Owners are responsible for violations of the CC&R's and/or Rules and Regulations by their tenants and guests. The office is not a "rental agent/landlord" substitute for you. Stop by the villas office and pick up a copy of the following for your tenants, or download from the website:
 - **Living in Villas West with Rules & Regulations**
 - **Tenant Information Form** (<https://villaswest.org/forms>)
- Tenants register their vehicle and must have a parking permit that is available on the website (<https://villaswest.org/forms>) at no charge from the office.
 - If the tenant is only staying in Villas West for a month (30 days) a paper temporary parking permit to be placed where visible on the dashboard

- If the tenant is in Villas West for over 30 days, they will need to have a properly attached red sticker placed in left rear window or bumper)
- Unit Owner's blue stickers are unique to their vehicles and shall not be given to renters.
- Every new tenant must obtain their own unique parking sticker/permit upon arrival.
- Parking permits and stickers are property of Villas West and are not to be passed on or shared from tenant to tenant.
- The Arizona Condominium Act (33-1260-01 C&D – related to leasing) allows the association to charge a fee of twenty-five dollars (\$25.00). This fee applies for each new tenancy for that unit and may not be charged for a renewal of a lease. The fee reimburses the Association for administrative time and costs related to short-term rentals. This fee is listed on the Fee Schedule in this document.

Tenant Contacts Owner(s) First

It is your responsibility to **ensure your tenant contacts you, the owner(s)** first concerning a Maintenance issues, except for Emergency issues relating to heating/cooling, sewer, or roof leaks. The owner is to contact the office with any issues including Maintenance, Grounds, and Architectural requests, except for the emergency ones listed in Section I.

Owner Contact Information

→ Refer to **Rules and Regulations No. 13**

It's the **responsibility of the Owner to notify the Villas Office of any address changes**. Remember, when you return to your primary home, the office needs to be updated as to how to contact you. Make sure the office knows **how to reach you in case of an emergency** and be certain the office has a unit key on file.

If you rent out your villa, **provide contact information of your tenants to the Office** in case they need to be contacted in an emergency. The Tenant Information Form is available at the Villas office or from the website: <https://villaswest.org/forms>. The Owner Contact Update Form can be downloaded from the website: (<https://villaswest.org/forms>) or pick a copy of form from the Office.

Painting

→ Refer to **Rules & Regulations No. 3, Painting**

In addition:

- Letters are sent out prior to painting with all the information you need about moving items out of the way. The Association will not be liable for any damage or loss to items left on the patio.
- All sheds will be painted when the unit is painted unless the office is notified beforehand that you will be painting the shed yourself. Refer to the fee schedule in this document. If the Owner is seasonal and chooses to paint the shed, this must be completed within 30 days of your arrival.

Architectural Modifications/Villa Alterations

→ Refer to **Rules & Regulations No. 1**

Maintenance Items Covered by the HOA

- Common Elements
- Pools
- Laundromats
- Roadways and Sidewalks
- Common area lights
- Water
- Exterior sewer lines
- Exterior Electric up to main Electrical box
- Trash collection
- Outside walls of villa
- Outside woodwork
- Patio walls, unless damaged by growth of interior patio planting.
- Water heater repair, service & replace
- Roof
- Exterior paint
- Roof repair and maintenance
- Original Front & Back doors
- Original Screen doors
- Existing TV Antennas
- In-ground garbage can
- Repair & service to heating/air conditioner units & replacement as necessary.
- Termite/Dry rot detection treatment & repair including Arizona Rooms
- Exterior pest control
- Damage sustained to inside walls & floor due to back up in plumbing caused by a sewer problem outside villa walls.

Maintenance Items Excluded From HOA

- Interior light fixtures, ceiling fans & bathroom fans
- Interior plumbing fixtures, including but not limited to faucets, sinks, drains, shower heads, toilets & garbage disposals.
- Sewer backups of sinks or bathtubs which are caused by an obstruction in the interior sewer lines (generally caused by the improper use of the garbage disposal)
- Interior gas lines or interior gas leaks
- Interior painting
- Exterior alterations, such as motion lights, house numbers, etc.
- Wooden or wrought iron gates attached to the front patio or rear porch.
- Security, storm, or screen doors which have been added or replaced by the Owner.
- Improvements to the patio area, including but not limited to paver bricks, patio blocks, sprinkler or irrigation systems.
- Sidewalks which have been added by the Owner.
- Plumbing or electrical additions or alterations

- Any type of maintenance, repair or painting to additions (sheds and Arizona Rooms) except for painting during the normal painting schedule & billed to the Owner.
- Normal maintenance items if the result of remodeling, additions, or alterations.
- Landscaping in the patio area, **except for trimming of the pyracantha bushes & annual spraying of olive trees on patios at Owner's expense.**
- Locksmith services
- Cable wiring repair or installation
- Window glass & hardware
- Doorknobs & locks

Board Meeting Etiquette

- Board Meetings are for the purpose of giving you, the owners, an update on the Association standing and information on ongoing and upcoming projects and events. The Board also uses this time to make motions and pass actions.
- No Letters and or reports regarding a single unit or owner shall be read by either the Board or member/owner.
- All "owner input" should be for the good of the whole community and not for any single individual agenda or villa.
- All private matters should be discussed with the Board in private. You can contact your Board through our office either by letter delivered to their mailbox, by request that you be contacted, or by using the Board email address: board@villaswest.org.
- The Board will not tolerate any offensive language, insults, harassment, racist or obscene remarks.
- Except for matters that the Board must legally address in Executive Session, Members will be permitted to attend regular and special meetings (including workshops) and speak at an appropriate time before the Board takes any action on any matter.

→ Refer to: **Covenants, Conditions & Restrictions 7.3** and **Arizona Condominium Act Article 3 (Management of the Condominium) 33-1248; E-4**

HOA Payment Method

HOA Assessment fees are paid monthly and are due on the 1st and are past due on the 15th.

Account statements are sent out monthly (Arizona State Statutes). If you do not want to receive a paper copy, an email copy will be sent once an **HOA Fees Email Opt-IN** form, found on the Villas West website, has been submitted to the office. A form may also be picked up at the office.

There are a few options available to pay the monthly fee:

- The preferred method of payment is by **Automated Clearing House* (ACH)**. HOA Fee Payment Form can be downloaded from the website (<https://villaswest.org/forms>) or picked up at the office. Fees are deducted by the 5th of the month.
- Credit card
- Use **online "Bill Pay"** through your bank. This is a paperless option as it is an electronic payment.

- Paper checks may be dropped off at the Office or mailed to:
Villas West
460 South Paseo Quinta
Green Valley, AZ 85614

Your **checks or the online Bill Pay must contain** the following information:

- **Name of Property Owner** – this must match the name on your Deed
- **Account Number** – this is a 9-digit number beginning with 100, **or.**
- **Lot Number** – found on your property tax document: Haven Green Valley West Condominium Lot, or on your Deed
- **Address of the Villas West Property.** Example: 123 S Paseo Pena

**ACH – Automatic Clearing House is the automated network that coordinates electronic payments and automated money transfers.*

Fee Schedule

Bulk Pickup			
Small	Microwave or TV		\$5.00
Medium	Mattress <u>or</u> Couch		\$10.00
Large	Mattress <u>and</u> Couch		\$15.00
Lease Admin Charge		\$25.00	
Olive Tree Spraying		Current Market Price – Inquire at Office	
Painting Sheds		Current Market Price – Inquire at Office	
Arizona Rooms		Current Market Price – Inquire at Office	
Wrought Iron Railings		Current Market Price – Inquire at Office	
Replacement Keys		\$10.00	
Trash Can Relocation		\$50.00* (*\$300.00 fee if trash can needs to be replaced)	
HOA Assessment		\$310.00/month	
Credit Card payments		\$3.50/transaction.	

Heading Home Checklist

- Change mailing address with office. The Owner Contact Update Form can be downloaded from the website (<https://villaswest.org/forms>) or picked up at the office.
- Make sure the Office has a key to your villa for emergency use.
- Request the water be turned off when you leave. We need a 3-business day notice (email, letter or using the website Portal). The work order can be downloaded from the website (<https://villaswest.org/forms>) and submitted using the portal on the website: <https://villaswest.org/portal-instructions> or dropped off at the office.
- Ask someone to be a caretaker to check your unit during your absence. Set your thermostat to a reasonable temperature or turned off to avoid high utility costs over the summer.
- Make sure to close &/or cover all drains to avoid pest issues.
- Make sure your patio landscaping is trimmed away from all structures.
- If you are leaving a vehicle, make sure it is parked in your assigned space. Another option is obtain Office approval to park in one of the overflow spaces on Tierra.
- All vehicles must have a parking permit visible. The permit must be visible on the back rear bumper or rear window of the vehicle. The Parking Permit form is available on the website (<https://villaswest.org/forms>) or picked up at the office.
- If you are covering your car, keep in mind our summers are harsh on plastic and covers can be destroyed in the hot sun. Please have someone available to remove the cover should it become ragged.
- Check your toilet supply line for wear and tear. Faulty lines and couplers can cause flooding in your unit. We strongly recommend these lines get checked twice a year (spring & fall) and replace them if there are signs of wear. Supply lines can be purchased at any hardware store and are inexpensive.
- If you have unopened boxes and cans of food, they can be brought to the Office. They will be donated to the local food bank.

